

**STPSO**  
**Job Description**

**Job Title:** Narcotics Investigator  
**Department:** Narcotics Unit  
**Reports To:** Sergeant  
**FLSA Status:** Non-exempt  
**Prepared Date:** 07/20/2015  
**Updated:** 11/16/2020  
**Salary Range:** \$36,416 - \$46,686

**SUMMARY** - Investigates and apprehends persons suspected of illegal sale or use of narcotics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Compiles identifying information on suspects charged with selling narcotics.

Investigate call in complaints accordingly and close upon completion.

Maintains surveillance of suspect to detect modus operandi.

Cultivate confidential informants and manage accordingly.

Utilizes informant best suited to contact suspect and purchase narcotics.

Obtains police funds required to make purchase, documenting all expenditures and keeping accurate records of each.

Submits written reports containing charges, available facts, and evidence to a magistrate for issuance of arrest warrants and search warrants.

Observes and photographs narcotic purchase transaction to compile evidence and protect undercover investigator.

Arrest narcotics offenders.

Obtains statements and prepare written reports for the District Attorney for prosecution of individuals and appears in court as a witness as necessary.

Able to conduct long and short-term investigations.

Able to work night and weekends.

Able to be available if called out for special cases and assignments.

Ability to work in an undercover capacity if needed

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. **Must hold the P.O.S.T. LEVEL 1 Certification** with a minimum of two years of patrol/enforcement experience. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or general education degree (GED). Must have a minimum two years of patrol/enforcement experience.

**LANGUAGE SKILLS** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence and the ability to speak effectively before groups of employees of organization.

**MATHEMATICAL SKILLS** - Minimal.

**REASONING ABILITY** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter registration card); birth certificate (minimum age of 21 years); and Social Security Card. Must have P.O.S.T. Level 1 Certification. Maintain firearms qualifications in accordance with St. Tammany Parish Sheriff's Office policy.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Employee must have the ability to lift and drag a minimum of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.